

## **Make a difference at AHC!**

### **New position & great benefits!**

Position: Director of Market Rate Operations

Company: AHC Inc.

Location: Arlington, VA

**The job purpose:** The Director partners with the management team with the goal of maximizing the operating performance and achieving the company's financial goals. The position is both strategic and operational in nature. The Director reports to the CEO for the property management company. The position is located in Arlington, VA, while the various residential properties are in Northern VA, Baltimore, MD, and Silver Spring, MD. The company has approximately 140 employees, with 30+ residential properties.

#### **Responsibilities include:**

##### **Project/Property Management**

1. Plays a key role in working with the CEO, Senior Management, Compliance Manager and Regional Property Managers to set goals for the multiple market-rate properties.
2. Acts as Property Manager for selected properties under development or renovation, as directed by the CEO.
3. Manages transition of properties into the portfolio, in line with market conditions and occupancy trends.

##### **Finance**

1. Serves as the liaison with the Finance team for audit preparation and review, standardizing procedures, presentation of property performance reviews to ownership (AHC Inc), and budget scheduling.
2. Regularly meets with the Finance team to review, communicate and implement procedures and training necessary for effective collaboration with Finance and AHCM teams.
3. Ensures that AHCM is operating with optimum efficiency and within budget. Monitors budget preparation and variance.

##### **Marketing/Development**

1. Directs marketing and lease-up at properties, as directed by the CEO.
2. Develops and markets third party property management business and implements said business.
3. Prepares and coordinates with the CEO for presentation of management proposals.
4. Provides development and relocation support to AHCM and AHC Inc.

##### **Compliance**

1. In coordination with the Compliance Manager performs regular monthly reviews to ensure

- that property operations are in compliance.
2. Identifies and resolves, in coordination with the Compliance Manager, operational issues/problems in accordance with lender, partner and local, state and federal regulations.

**Job requirements:**

- College degree in relevant field or equivalent combination of education and experience.
- Minimum of ten years' experience in property management, market rate property management experience, development, marketing, and finance.
- A demonstrated ability to lead people and get results through others; experience leading high performance teams and serving as a strong team player.
- Experience in problem analysis and resolution at both a strategic and functional level.
- Thorough knowledge of Fair Housing and Equal Housing Opportunity laws.
- Ability to translate operational policies and procedures into daily management practice.
- Ability to organize and manage multiple priorities.
- Excellent interpersonal and communication skills including presentation skills.
- Proficiency in financial analysis and the impact of management decisions.
- Ability to meet deadlines and work under pressure while maintaining professional composure at all times.
- Proficiency with Microsoft Word, Outlook and familiarity with other related software.
- Ability to travel within the Washington DC metro area, as needed.

To apply: Send resumes and salary requirements for immediate consideration to [jobs@ahcinc.org](mailto:jobs@ahcinc.org) or fax to 703-486-0653. E/O/E. For more information on the company, go to [www.ahcinc.org](http://www.ahcinc.org).